

MISSION STATEMENT: *To invest in community programs that help low-to moderate-income people by addressing **basic needs**, providing **affordable housing** and increasing economic **self-sufficiency***

ELIGIBLE APPLICANTS

Applicants must be nonprofit agencies, for-profit businesses, governmental units and Institutions of Higher Education. If you are a new applicant, please submit the following with your application: 1) Articles of Incorporation and 501(c)3 designation letter; 2) the most recent IRS 990 form; 3) A summary of state or federal grant administration experience; and 4) A Board of Directors list.

Please note the following activities are generally ineligible under HUD rules:

- Buildings for the general conduct of government
- Political activities
- Income payments for housing
- Religious activities

NEW APPLICANTS

Potential new applicants are encouraged to communicate early and often with city staff regarding eligibility, opportunity for fiscal sponsorship, and other application questions. Applications are scored on set criteria which can be found in the Scoring Criteria Guidelines Handout, and applications for new programs/projects have slightly different scoring criteria which should be reviewed.

APPLICATION

“HUD encourages entitlement communities to be careful about funding to organizations or projects that may require ongoing or continued annual CDBG funding, and organizations that provide duplicative services. Dependence on CDBG funding is a serious concern considering the potential that exists for budget cuts to CDBG funding proposed every year by Congress, and with grant amounts available to entitlement communities decreasing as more and more communities become eligible to receive CDBG funding.”

APPLICATION INSTRUCTIONS

Your proposal should consist of the Cover Page, five pages of narrative responding to the Rating Criteria listed below, the Budget Narrative page, and the Application Budget page (imbedded excel spreadsheet). Narrative responses should be thorough and concise. **The total application cannot exceed 8 pages (11 pages for collaborative applications).** An exception to the page maximum may apply; (see *Rating Criteria–Project Readiness*) to see if a Project Schedule should also be submitted. Also, if you are proposing a housing development project, additional HOME Program budget pages are required; the additional HOME budget pages will not be counted under the application page limit.

APPLICATION COVER (Page one)

Applicant Information

Please fill in the organization's name, address, contact person, phone and email address. Then the Type of Organization, choose from one of the following:

- Non-Profit agency
- Public Authority
- City Department
- Private Business

Proposal Information

Proposal Name	Enter the name of the activity for which the agency is seeking funding
Funding Amount Requested	Put the amount of Community Development funds (CDBG, HOME, ESG) being requested
Proposal Service Goal	Indicate the number of people or households to be served or jobs created by the program
LMI Service Goal %	Indicate the percentage of the service goal that will be Low Income
Funding Program	Enter one of the following: CDBG - HOME - ESG
Program Category	Identify the category from which funds are being requested:

CDBG

- Housing
- Economic Development
- Public Facility Improvement
- Public Services

ESG

- Shelter Operation
- Street Outreach
- Flex Fund for Prevention and Rapid Rehousing
- HMIS

HOME

- Homeowner Development
- Rental Development
- CHDO Operating
- Project Specific Loan
- Buyer Assistance
- Tenant Based Rental Assistance

APPLICATION NARRATIVE (No more than 5 pages)

For more information on how your application will be scored, please see the “2017 Application Rating Criteria” available on the Community Planning webpage of the City of Duluth’s website, or request a copy from the Community Planning office. Answer each of the following sections in the order they are listed:

1. CONSOLIDATED PLAN PRIORITY

Proposal Summary

Briefly describe your project or program activity in 40 words or less. (*This summary is used for the public comment period and Council Communications*)

Proposal Description

How well does your proposal align with the Consolidated Plan goals and priority needs? Describe how your project/activity relates to the following:

- Is consistent with the Consolidated Plan in addressing a priority need and plan goals. (View consolidated plan here: <http://www.duluthmn.gov/community-planning/guiding-documents/2015-2019-consolidated-plan/>)
- Meets the stated Community Development Committee’s mission *to invest in community programs that help low and moderate income people by addressing basic needs, providing affordable housing, and increasing economic self-sufficiency.*
- Addresses an employment objective under the Anti-Poverty Strategy in the consolidated plan.

2. PROJECT READINESS

State if your project will be completed by March 31, 2018, if you are applying for CDBG public service funding. If the project involves construction indicate if it will be completed by June 30, 2018. Duluth @ Work proposals should have the participant trainings completed by March 31, 2018. If your project is not expected to complete within these timeframes, explain why, and attach a one page Project Schedule to the application. If your project is dependent on additional actions and approvals before starting, explain what needs to be accomplished and how long the project will be delayed. Programs serving homeless persons must be participating in implementation of Coordinated Assessment in coordination with the St. Louis County Continuum of Care.

3. PROJECT IMPACT AND DELIVERY

Describe the services that will be provided to the participants in your project. Then address the following areas:

Achievement of Expected Results: Describe the need for your proposed activity, using related documentation and/or statistics and research to support your description of need.

Target Clientele: Describe who you are proposing to serve. What percent of your participants will be low-income (at or below 80% AMI)? What geographic area(s) does your project cover?

Outcome Measurements: What is the impact or benefit (outcome) of the activity proposed on the participants to be served? Examples might include change in behavior, improved condition, increased knowledge or skills. How will you measure the proposed outcome (impact or benefit), and what benchmarks will you use to measure success? *(NOTE: If funded, outcomes and measurement will be a part of your grant agreement.)* Describe how well you met your outcome objectives for your most recently completed project funded through CDBG/HOME/ESG programs.

Must include what need(s) your program is able to address and how referrals are handled. Why might the program refer people to other services/agencies? How are people that are referred elsewhere, included in numbers reported on number of people served?

Business/Operations Plan Approach: Describe the critical issues or factors that hinder the implementation or maintenance of the proposed project activities and outcomes over the long term. How will you ensure continued success? Also, provide the total agency budget in your application.

Housing Rehabilitation and Development applications (only)

State the amount of assistance, i.e., maximum loan amount and repayment terms, each household will receive, or per unit assistance. Describe the type of housing, location, affordability threshold and affordability period.

ESG applications (only)

Identify the primary focus of your program or activity:

- Prevent homelessness?
- Rapid Rehousing?
- Focus more on solution oriented resolutions

4. BUDGET NARRATIVE - FINANCIAL CONSIDERATIONS

A. Program Sources: To complete this page of the application, fill in the chart at the top of the Budget Narrative page, listing all sources of funding being leveraged for this project/activity, the amount and the status of those funds to be used in implementing and carrying out the proposed project/activity(s). Check the "Secured" box next to the source of funding for which you have commitments at the time of the application and "Anticipated" for those that have been applied for, and may be received in the future, but are not committed at the time the application is submitted.

B. Program Uses: In the space below the chart, describe what costs the CDBG/HOME/ESG funding will be specifically used for in the program

or project.

- List all staff positions and percent of time to be funded by this application
- Provide a per unit cost for the amount of funds from all sources of funding listed for the proposed service goal
- Provide a per unit cost for the amount of Community Development funds requested for the proposed service goal.

C. Funding Need: Briefly explain how if you are not funded it will affect the budget or stability of the program.

D. Application Budget Page (imbedded excel spreadsheet): On this form, list all sources and uses by funding type for the proposal. Use common budget line items, such as staffing salaries, utilities, acquisition, construction costs, etc.

Additional Budget Forms for Housing Development

If you are proposing construction of new housing units or a major housing rehab project, contact staff for assistance on the required additional Housing Budget Form 1 (Homeowner projects) and Housing Budget Form 2 (Rental projects). **These forms are required in addition to the Application Budget Form; failure to complete both budget forms will result in an “Incomplete Application”.**

Eligible Costs for CDBG Public Services

- Direct service staff time, including intake and assessment activities

Eligible Costs for ESG

- Rent
- Utilities (water, sewer, electric, oil, garbage)
- Maintenance supplies and staff completing maintenance activities
- Insurance
- HMIS costs
- Case management (per HUD definition)

Ineligible Costs for CDBG Public Services & ESG

Equipment Purchase	Utilities (CDBG only)	Rent (CDBG only)
Postage	Office Supplies	Cellular or mobile phones
Copying	Audit costs	

APPLICATION SUBMISSION

Application deadline is Friday, September 2, 2016, 4:00 PM. All applications shall be submitted in Microsoft Word format, and emailed to duluthcommdev@duluthmn.gov. No paper applications will be accepted without prior approval from Community Planning office. The narrative page must have a one-inch margin on all sides and should be created with a 12 point Arial or similar font. Applications not following these specifications will be rejected. Also, any portion of the application that goes beyond the page limits outlined in *Application Instructions* will be rejected.

COMPLETE APPLICATION

A complete application will:

1. Meet a National Objective and is an Eligible Activity
2. Submitted by the deadline **(4:00 pm on September 2, 2016)**
3. Clearly and completely respond to all components and questions in the *Application Instructions* and has submitted:
 - Cover Page
 - Application Narrative (Maximum of 5 pages, 8 pages for collaborative app.)
 - Budget Narrative (one page)
 - Budget Form (one page)
 - Project Schedule (only if project is unable to meet stated timelines)
 - Housing Development Budget Forms (if new construction or major rehab)
4. Submitted by an Eligible applicant or Eligible Fiscal Sponsor that is not currently on probation. New applicants should contact city staff about supplying documents that demonstrate organizational capacity and structure are in place.

Incomplete applications will be rejected based upon not meeting one of the four application items. The applicant will be informed of the rejection in writing.

APPLICATION REVIEW PROCESS

There is no interview, however after review the Community Development Committee may send questions via city staff or ask questions at the Public Hearing.

Each application will be scored based on the Application Rating Criteria. The resulting PRIORITY FACTORS SUMMARY RATING SHEETS will be available for public review on the City's website after they are finalized.

QUESTIONS?

You can contact Community Planning staff at **218-730-5480** between 8:00 a.m. and 4:30 p.m., Monday through Friday. Alternatively, questions can be emailed to the general Community Planning Office email at: duluthcommdev@duluthmn.gov, to ensure a timely reply, or feel free to contact individual staff members. All applicants are encouraged to seek guidance from city staff to review drafts, questions, or other thoughts. Please email set up appointments via phone or email.

Additional application information related to specific funding sources and categories:

- **Community Development Block Grant- Housing**
- **Community Development Block Grant - Economic Development**
- **Community Development Block Grant - Public Facility Improvements**
- **Community Development Block Grant - Public Services**
- **Home Investment Partnership**
- **Emergency Solutions Grant Program**

2017 Applications Community Development Block Grant

HOUSING

PROGRAM GOAL

The CDBG program provides grants and loans to implement the City's Consolidated Plan, which includes goals to increase the availability of affordable housing, preserve and upgrade the existing housing stock, help low-income households purchase homes, and assist in providing housing options for persons with special needs.

ELIGIBLE PROGRAM APPLICANTS

Eligible applicants are nonprofit organizations, for-profit and governmental entities providing housing assistance in Duluth. Applicants must demonstrate the ability to expend funds awarded within 12 months of the date of the executed agreement, or 15 months from the Environmental Clearance date.

ELIGIBLE ACTIVITIES

Allowable activities include homeowner or rental rehab, energy conservation, lead-based paint stabilization, handicapped accessibility, and repair or replacement of major systems; new construction or rehab of affordable rental and homeowner housing; homebuyer assistance; special needs projects; and the management of housing programs serving households at or below 80% of area median income. Applications and income verification will be coordinated through the Housing Resource Connection.

LOCAL REQUIREMENTS

- **Energy Improvements.** Housing rehabilitation projects, either owner-occupied or rental housing, must achieve a 20% energy savings with the completion of the improvements.

- **Collaboration of housing rehab programs.** To encourage agencies to work efficiently and streamline administration of programs, requests for housing rehab activities must be part of the collaborative Housing Resource Connection. This includes homeowner rehab and emergency repairs; rental rehab; property acquisition/rehab for resale; weatherization and energy improvements.

- **Healthy Homes.** Housing rehab projects will be inspected using a Healthy Homes approach, and identified hazards addressed in the scope of work, including lead-paint hazards. Completed rehabs must meet housing code, and show energy improvements as stated above.

Please contact one of the following staff persons regarding any questions:

Karen Olesen (kolesen@duluthmn.gov) Housing/HOME

Suzanne Kelley (skelley@duluthmn.gov) Housing/HOME

2017 Applications Community Development Block Grant- **ECONOMIC DEVELOPMENT**

PROGRAM GOAL

The CDBG program provides grant funds to support economic development projects that implement the City's Consolidated Plan, which seeks to reduce poverty by assisting persons with low and moderate incomes in achieving economic self-sufficiency.

ELIGIBLE PROGRAM APPLICANTS

Eligible applicants include private 501(C)3 nonprofit organizations, governmental units, for-profit business or community-based development organizations (CBDO). Applicants looking to provide job training will need to be submitted and performed by a CBDO.

ELIGIBLE ACTIVITIES

When evaluating economic development projects, the City will consider how well activities outlined in the applications address the following areas of program focus: Create new jobs filled by Duluth residents having low or moderate incomes; employment training that leads to job placement (Economic Opportunity Initiative).

Examples of activities fundable under this category:

Demolition/Acquisition of Development Sites

Commercial/Industrial Rehabilitation

Business Technical Assistance/Employment training

Business Support (loans/grants)

PUBLIC BENEFIT STANDARDS

Applications with a job creation outcome must meet a \$10,000/job created over a two year period. Applications for the Duluth At Work program for job training will be for a two year period at or below \$8,000/participant assisted with job placement or \$10,000/business assisted to achieve a 25% increase in business revenue.

LOCAL REQUIREMENTS

Duluth At Work program - Employment training that leads to job placement and maintaining a two year relationship to mentor participants with a target increase in income of 25% from the time they enter the program through placement and after two years. Businesses will participate in Technical Assistance Training to increase business revenues by 25% over a three-year period.

Please contact the following staff person regarding questions on the application:

Ben VanTassel (bvantassel@duluthmn.gov) Economic Development

Kathy Wilson (kwilson@duluthmn.gov) Economic Development

2017 Applications Community Development Block Grant- **PUBLIC FACILITY IMPROVEMENTS**

PROGRAM GOAL

To provide grant funds to make site improvements to facilities which serve the public in areas where more than 51% of the residents have low incomes or whose clientele meet the 51% low income guidelines. Certain projects, such as special assessments, must provide a direct benefit to clientele who have low incomes.

ELIGIBLE PROGRAM APPLICANTS

Applicant must be a nonprofit organization or governmental unit (public department).

PROJECT REQUIREMENTS

Project properties must be either publicly owned or traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public.

An application for a project which is city owned will have to go through a City of Duluth Public Facilities project proposal process before receiving CDBG funds. The facility must be made available to the general public and must be open for use by the general public during all normal hours of operation.

Activities not fundable under this category:

Operation or maintenance of public facilities/improvements
Purchase of construction equipment or furnishings
New construction of public housing

Types of Activities fundable under this category:

Special Assessments
Acquisition (including long term leases for periods of 15 years or more)
Demolition
Construction
Installation of utilities
Reconstruction
Rehabilitation (including removal of architectural barriers to accessibility)

LOCAL REQUIREMENTS

For projects not on City-owned property there is a 25% match required.

Please contact the following staff person regarding questions on the application:

Ben VanTassel (bvantassel@duluthmn.gov)	Public Facility Improvements
Chris Lee (cleee@duluthmn.gov)	Public Facility Improvements

2017 Applications Community Development Block Grant- PUBLIC SERVICES

PROGRAM GOAL

The CDBG program provides grants to implement the City of Duluth's Consolidated Plan, to address basic needs for low to moderate-income persons, and for persons who are homeless or may be at-risk of becoming homeless. Also, the goal for public service activities is to assist persons in poverty to become self-sufficient by removing barriers and assisting persons with basic needs such as food, clothing, health care, employment and housing stability for the homeless or households at-risk of becoming homeless.

ELIGIBLE PROGRAM APPLICANTS

Eligible applicants are private nonprofit 501(C)3 organizations and public agencies or departments that provide public service programming within the City of Duluth. Applicants must demonstrate the ability to expend all funds awarded within 12 months (18 months for homeless programs). Funds cannot be used to replace other funding sources lost due to budget reductions by other funders, unless providing a new or expanded service.

ELIGIBLE ACTIVITIES

Allowable activities may include, but are not limited to, services such as food, child care, health care, fair housing and tenant/landlord activities, coordinated access and shelter and stabilization assistance for the homeless.

LOCAL REQUIREMENTS FOR HOMELESS ACTIVITIES

The agency must describe how the proposed program/activity fits into the Duluth homeless response system, Coordinated Access and/or the Duluth/SLC Continuum of Care and the 10-Year Plan to End Homelessness. The agency must also describe the contributions they are making to develop Coordinated Assessment in Duluth and what part(s) of Coordinated Assessment the agency's programming will address as Coordinated Assessment is developed and implemented.

See the ESG Application Guidelines for additional Local Requirements for Homeless Activities

Please contact the following staff person regarding questions on the application:

Suzanne Kelley (skelley@duluthmn.gov) Public Services
Kathy Wilson (kwilson@duluthmn.gov) Public Services
Kate Van Daele (kvandaele@duluthmn.gov) Public Services

2017 Applications Community Development Block Grant- HOME INVESTMENT PARTNERSHIP

The HOME program, created under the HOME Investment Partnerships Act, is part of the Federal Government's commitment to providing decent, safe, and affordable housing for all Americans and to alleviate problems of excessive rent burdens, homelessness, and deteriorating housing stock. The HOME program allows the City to:

- Design and implement affordable housing strategies that are tailored to Duluth's needs and priorities.
- Extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.
- Build the capacity of Community Housing Development Organizations (CHDOs), who play a significant role in implementing local strategies.
- Leverage and mobilize community resources to address housing needs and priorities within the At-Home targeted neighborhoods.

PROGRAM PREFERENCES

The HOME program provides grants and loans to implement the City of Duluth's housing strategies, which are designed to increase homeownership and affordable rental housing for very low to moderate-income residents. This year, to encourage applications that help meet the goals of the Consolidated Plan and increase the availability of affordable housing in Duluth, the Community Development Committee has determined preferences for funding projects. They are:

- **Energy Improvements.** Housing rehabilitation projects, either owner-occupied or rental housing, must achieve a 20% energy savings with the completion of the improvements.

- **Collaboration of housing rehab programs.** To encourage agencies to work efficiently and streamline administration of programs, requests for housing rehab activities must be part of the collaborative Housing Resource Connection. This includes homeowner rehab and emergency repairs; rental rehab; property acquisition/rehab for resale; weatherization and energy improvements.

- **Healthy Homes.** Housing rehab projects will be inspected using a Healthy Homes approach, and identified hazards addressed in the scope of work, including lead-paint hazards. Completed rehabs must meet housing code, and show energy improvements as stated above.

ELIGIBLE PROGRAM APPLICANTS

Eligible applicants include 501(C)3 nonprofit housing providers, Community Housing Development Organizations (CHDOs), Housing and Redevelopment Authorities (HRAs) and private developers. CHDOs are community-based nonprofit organizations certified by the City of Duluth. CHDOs must be awarded no less than 15% of the City's HOME funds, and may apply for pre-development assistance. Contact Community Development (730-5480) for information on CHDO certification.

2017 Applications **Community Development Block Grant- HOME INVESTMENT PARTNERSHIP**

TYPE OF APPLICATIONS

Homeowner Development Projects

Eligible Applicants: CHDOs, 501(C)3 nonprofit housing providers, HRAs, private developers. Development projects which create or maintain affordable owner-occupied housing. Allowable activities include demolition and reconstruction, property acquisition, rehabilitation, and new construction. Additional budget information must be provided with the application. **Major development projects may wish to apply for a pre-commitment of future HOME program dollars if the project will not be under construction in 2017.**

CHDO Project Specific Loan and CHDO Operating Support

Eligible Applicants: CHDOs. Project specific loans are short-term no-interest loans, for feasibility studies or qualified pre-development expenses tied to a specific project. The loan is payable at the time of permanent financing of the development project and is forgivable by the City if a feasibility study determines the proposed project is not viable. Operating support provides grant funds for staff, pre-development activities, project planning, project financing, and other activities directly leading to the development of affordable housing units.

By providing operating support, the City assumes that HOME funds will be awarded within two years for a housing development creating HOME units.

HOME Buyer Assistance Project

Eligible Applicants: CHDOs, 501(C)3 nonprofit housing providers, HRAs, private developers, and mortgage lenders. Applicants must have experience in home purchasing and financial management and knowledge of HOME program rules and regulations and related federal requirements. Projects may provide down payment and/or closing cost assistance, pre-paid interest subsidies, or soft second mortgage financing.

Tenant-Based Rental Assistance

Eligible Applicants: This program is administered by the Duluth HRA, in partnership with providers serving homeless individuals and families. Tenant-Based Rental Assistance (TBRA) is similar to "Section 8" or the Housing Voucher Program currently administered by the Duluth HRA. Qualified low-income renters who are homeless or at risk of becoming homeless receive a rent subsidy in an apartment of their choice, provided it meets quality standards and other program requirements. This program is designed to meet a strategy of the 10-Year Plan to End Homelessness.

Homeowner Property Rehabilitation Program

Eligible Applicants: 501(C)3 nonprofit housing agencies and HRAs. Applicants must have extensive experience in loan administration, contractor oversight, financial management, knowledge of HOME program regulations and related federal requirements, and demonstrate the ability to expend all funds awarded within 15 months. Requests for funding must be incorporated as part of the Housing Resource Connection.

2017 Applications **Community Development Block Grant- HOME INVESTMENT PARTNERSHIP**

Rental Redevelopment Projects

Eligible Applicants: CHDOs, 501(C)3 nonprofit housing providers, HRAs, private developers. Development projects which create or maintain affordable rental units, or for permanent supportive housing as outlined in the Ten-Year Plan to End Homelessness. The Community Development Committee may choose a focus neighborhood for the program year. Allowable activities include demolition and reconstruction, property acquisition, rehabilitation, and new construction. Additional budget information must be provided with the application. **Major housing development projects may wish to apply for a pre-commitment of future HOME program dollars if the project will not be under construction in 2015.**

PROGRAM REQUIREMENTS

NOTE: *On July 24, 2013, HUD published a new final rule for the HOME Program that institutes significant changes in the requirements. Applicants should become familiar with the rules and how they may affect proposed HOME projects.*

Please refer to the following (available upon request or at www.hud.gov):

HUD Notice CPD-97-11: Guidance on CHDOs under the HOME Program
2014 HOME Program Limits
24 CFR Part 92 HOME Final Rule – with changes as published on July 24, 2013.
HUD Notice CPD-96-09: Project-Specific Assistance
HUD Homebuyer Assistance Program
City of Duluth's Community Development Local Recapture/Resale Policy
Tenant Based Rental Assistance - A HOME Program Model
HUD Regulation on Lead-Based Paint Hazards
URA, Uniform Relocation Act

Please contact one of the following staff persons regarding questions on the application:

Karen Olesen (kolesen@duluthmn.gov) Housing/HOME
Suzanne Kelley (skelley@duluthmn.gov) Housing/HOME

2017 Applications Community Development Block Grant- EMERGENCY SOLUTIONS GRANT PROGRAM

PROGRAM GOAL

To provide grant funds in support of HEARTH Act goals and outcomes, goals identified in the Heading Home St. Louis County 10-Year Plan to End Homelessness and local priorities established through the Continuum of Care process to address homeless issues through a Homeless Response System for Duluth that includes outreach, Coordinated Access and Assessment, shelter operations, rapid re-housing, prevention assistance for persons at-risk of becoming homeless and collection and maintenance of homeless data and record-keeping requirements under HMIS.

ELIGIBLE PROGRAM APPLICANTS

Applicants must be nonprofit organizations serving homeless persons or those at-risk of homelessness within the City of Duluth through the operation of homeless facilities and rapid re-housing and prevention assistance that results in housing stability. Applicants must demonstrate their capacity to meet HEARTH goals and outcomes and participate in the Coordinated Access and Assessment system developed through the SLC CoC process. ESG applicants must have the ability to expend all funds awarded within an 18 month period from the award start date.

PROGRAM REQUIREMENTS* Outlined under the HEARTH Act and ESG regulations*

Administrative costs will not be reimbursed under the ESG program.

Operational costs are allowed, and may include rent, maintenance, insurance, utilities and HMIS costs. Salaries for staff carrying out maintenance activities for the homeless facility are considered to be operational costs. Operational costs are limited to the “Hold Harmless” amount set in FY 2010 or sixty percent (60%) of the current year allocation. Hold Harmless funds may be used to support and maintain the current inventory of shelter units/beds within the Continuum of Care. ****See eligible and ineligible cost items in the Application Instructions.****

Stabilization Services costs are limited by ESG regulations and may not exceed 30% of the total ESG allocation. Salaries for housing stabilization services or other support services provided by staff are considered to be service costs, as are for homeless prevention efforts. However, funding for homeless assistance is also provided under the CDBG Public Services category. Contact City staff if your application proposes the funding of services.

Match - HUD requires a “dollar-for-dollar” match of ESG funds. If funds are awarded, the applicant will be required to provide documentation of match. Under the budget narrative section, please indicate all sources and amounts of funds being leveraged to carry out the proposed program/activities.

Rehabilitation of homeless shelter facilities is not a priority for funding in 2017.

Local Requirements The agency must describe how this application fits into the Duluth/St. Louis County Continuum of Care and the Duluth Homeless Response System homeless and at-risk persons accessing the Duluth Homeless Response System must enter through one of the identified Coordinated Access entry sites. Persons will be

2017 Applications Community Development Block Grant- EMERGENCY SOLUTIONS GRANT PROGRAM

screened for eligibility and accessed for “right fit” housing placement using ESG protocols established in coordination with the SLC CoC. ESG applicants must agree to participate in coordinated access and follow coordinated access and “right fit” housing placement protocols.

Describe specific activities your agency currently does, or is planning to do under this proposal, that address one or more of the ESG homeless system components (Outreach, coordinated access and assessment, shelter operations (congregate, family, domestic violence), rapid re-housing, prevention, housing stabilization services, housing search and placement and HMIS. In describing your role in Coordinated Access and Assessment include:

- The number and type of housing units/beds your agency operates. This information will be used COC Housing Inventory Chart.
- Any funding, population, programmatic or other restrictions or priorities on any of the units operated by your agency.
- The number of unduplicated persons/households your agency plans to serve under the 2017 ESG grant cycle (4/1/17 – 9/30/18).
- The name of agency staff person(s) who will be imputing/reporting HMIS data
- The number of unduplicated persons/households that your agency has already input and reported on in HMIS (pre 2017) and the number that you anticipate will be newly input and reported on in HMIS during the 2017 ESG program year. For agencies dealing with Domestic Violence, an approved HUD alternative data system may be used.

In describing your agency’s role in Duluth’s homeless response system, please include how your agency has and will assist in meeting the following HEARTH Act goals and describe other accomplishments by your agency that helped to reduce homelessness.

- Reduce the length of homelessness
- Reduce returns to homelessness
- Reduce the number of people who become homeless
- Increase jobs and income
- Thoroughness in reaching homeless populations
- Access to mainstream resources

Funding will be based on previous year’s allocations, accomplishments, and number of beds/units.

Please contact these CD staff persons regarding questions on the application:

Suzanne Kelley (skelley@duluthmn.gov) or Kate Van Daele (Kvandaele@duluthmn.gov)